

**English Literacy and Civics Education Program (EL/Civics)
Regional Program Competitive
Grant Opportunity Materials**

TO: Eligible providers for Adult Basic Education services

FROM: Melissa Wafford, Program Coordinator

DATE: April 8, 2011

ACTION REQUIRED: Submission of Application Materials by May 13, 2011

This notification of the availability of grant funds is made for the purpose of providing English language instruction in the context of employment and the world of work, occupations, and employability skills, while integrating at least one of four civics concepts: naturalization, civic engagement, U.S. history, and government. Civics, for purposes of this grant opportunity, focuses on the need of individuals with limited English proficiency to understand the world of work in Indiana, which may include, but is not limited to, career choices and in-demand job opportunities, governmental and educational resources for employment and employment training, career pathway experiences, and other concepts that are employment and work-focused in nature.

The Indiana Department of Workforce Development (DWD), Division of Adult Career and Technical Education, is soliciting applications from eligible providers. The term “eligible provider” refers to one of the following:

- (A) a local educational agency;
- (B) a community-based organization of demonstrated effectiveness;
- (C) a volunteer literacy organization of demonstrated effectiveness;
- (D) an institution of higher education;
- (E) a public or private nonprofit agency;
- (F) a library;
- (G) a public housing authority;
- (H) a nonprofit institution that is not described in any of subparagraphs (A) through (G) and has the ability to provide literacy services to adults and families; and
- (I) a consortium of the agencies, organizations, institutions, libraries, or authorities described in any of subparagraphs (A) through (H).

Programs selected for an award will be required to directly address workplace/employability concepts as the contextual focus of the funded English Literacy and Civics Education (EL/Civics) Program. These efforts are to improve the Indiana adult basic education programming opportunities for learning and training while integrating employability skills and civics education, thereby increasing student success when seeking employment and/or additional occupational training.

A total of \$421,000 is available to fund up to eleven (11) grants, or approximately one (1) grant in each of Indiana’s eleven (11) Adult Education Regions of funds offered through the Consolidated Appropriations Act (Public Law 106-113) section 1000 (a) (4) of the Adult Education and Family Literacy Act, CFDA 84.002A. Eligible applicants must be an eligible provider listed above. In the instance that a consortium of eligible providers applies, the partners involved must provide a detailed description of services delivered by each individual partner. Written agreements between partnership affiliates must spell out the roles and responsibilities of each party and should be included in the appendix of the application. These additional components will not apply to the page limit.

The proposed award period is anticipated to be **July 1, 2011, through June 30, 2013**, though there may be an option to extend the grant. DWD reserves the right to award additional funds to the selected projects. Future funding will be based on the successful progression of the project and the continued availability of funds.

GENERAL INFORMATION
English Literacy and Civics Education Program (EL/Civics)
Regional Program Competitive
Grant Opportunity Materials

ELIGIBLE APPLICANTS

This competitive grant opportunity is open to the eligible providers defined above. Applicants are limited to one application per organization. Consortia comprised of eligible providers are encouraged to identify a single fiscal agent in a region. Therefore, partnerships within the region are strongly encouraged and will be taken into consideration during the evaluation process. For assistance identifying potential eligible partners within a region, please contact the Division of Adult Education, Department of Workforce Development. **If multiple applications are received from a single region one award will be made.**

FUNDS AVAILABLE AND AWARD AMOUNTS

A total of **\$421,000** in grant funds will be available through the Consolidated Appropriations Act (Public Law 106-113) section 1000 (a) (4) of the Adult Education and Family Literacy Act, CFDA 84.002A, for this competition. It is the intention of the Indiana Department of Workforce Development (DWD), to award up to one (1) EL/Civics grant per region, provided every region proves that there is a need for EL/Civics in their region. Each region will be granted an amount based upon the need expressed in its application, previous ESL enrollments and U.S. Census Bureau, American Community Survey data that measures the number of linguistically-isolated households across the State. Last year's grant awards have been regionally grouped below for applicant planning purposes; however, applicants are not restricted to any designated amount. Applications should ultimately reflect the level of funding required to address anticipated need.

Region	Total Number Language-Isolated Households	Percentage of Language-Isolated Households	Previous Allocation *
1	6323	14.59%	\$40,000
2	7348	16.96%	\$40,000
3	5286	12.20%	\$40,000
4	4227	9.76%	\$120,000
5	13681	31.57%	\$120,000
6	771	1.78%	\$0.00
7	438	1.01%	\$0.00
8	1550	3.58%	\$40,000
9	1836	4.24%	\$0.00
10	667	1.54%	\$0.00
11	1203	2.78%	\$40,000

* Please note these are approximate amounts

FUNDING PERIOD

The proposed award period is anticipated to be July 1, 2011, through June 30, 2013, however there may be an option for a grant extension.

EXPECTATIONS

The purpose of the grant is to provide adult English language instruction, integrating at least one of four civics concepts: naturalization, civic engagement, U.S. history, and government. Civics, for purposes of this grant opportunity, is expanded from naturalization, civic engagement, U.S. history and government, to the need for individuals with limited English proficiency to understand the world of work in Indiana, which may include, but is not limited to, career choices and in-demand job opportunities, governmental and educational resources for employment and employment training, career pathway experiences, and other concepts that are employment and work-focused in nature. Grantees will be expected to directly address workplace/employability concepts as the contextual focus of the funded English Literacy and Civics Education (EL/Civics) program. Once awarded, grantees must submit all required reports to DWD. Grantees will be expected to share strategies, activities and outcomes with DWD and other educational entities.

PLANNED EXPENDITURES

Anticipated expenditures must be reported in detail on **the instructional cost and non-instructional cost budget detail forms** found on pages 8-9. A **total summary budget form** (see page 12) must be completed and will reflect the total instructional and non-instructional costs. The total amount on this page should correspond to the amount you are requesting. Non-instructional costs should not exceed 15%. If non-instructional costs exceed 5% the eligible applicant/fiscal agent must complete a waiver (see page 13) requesting and detailing the need for additional non-instructional costs. If selected for funding, expenditures reported for reimbursement must be based on actual costs incurred and documentation to support those expenditures must be maintained and available upon DWD's request.

ADDITIONAL INFORMATION OR ASSISTANCE

The following Program Contact Representative is available to provide additional information or answer questions.

Contact:
Melissa Wafford Program Coordinator 317-234-4106 mwafford@dwd.in.gov

APPLICATION FORMAT

Directions for completion of the application materials should be carefully read and followed. Incomplete applications may not be considered for evaluation. The total length of the narrative must not exceed **twelve double-spaced** pages. Please note: the cover sheet, assurances, waiver cost form, consortium agreements of eligible providers (if applicable), and budget forms, etc. do not count toward the total number of pages.

APPLICATION SUBMISSION DUE DATE

Grant applications are due to DWD by May 13, 2011

SCREENING APPLICATIONS

The following items are reviewed for each application as part of the screening process. However, screening is not limited to the following:

Absolute Disqualification/Rejection:

- Submitted to DWD after the due date as indicated in grant instructions
- Submitted by an ineligible applicant

Factors that may result in loss of points and/or disqualification/ rejection from consideration:

- Incomplete application (i.e., missing required materials/documents)
- Missing budget and/or workplan
- Missing assurances and certifications
- Missing required verification of non profit status if applicable

Applications that have met the screening criteria determined by the program area will be forwarded on for further review. During the review process, members and/or DWD may take into consideration additional factors. These include, but are not limited to, past performance in meeting outcomes, past timeliness and quality of reporting, demographics, geographic, program sustainability and/or programmatic diversity when determining final funding decisions. Although the summation of points will play a primary role in selecting grantees, special consideration will be given to applications that exhibit a commitment to geographic diversity, as well as an organization's history and past performance utilizing the EL/Civics Grant.

Clarifications may be necessary before final approval is granted. Successful applicants may be partially or fully funded, depending on the availability of funding.

Those applicants recommended for award should receive notification within 4 weeks after the submission deadline. Selected applicants must wait until they receive the signed Official Grant Award Notification before providing any services and before any expenditure(s) may be incurred. ***Any expenses incurred prior to the receipt of the award letter are not reimbursable and are the financial responsibility of the applicant/grantee.**

Awarded grantees will be responsible for providing an accrued expenditure report to DWD on a monthly or quarterly basis. This form will be similar to the total summary budget report found in this application. Once this form is submitted to DWD we will commence the process of reimbursement/payment which could take up to 35 days. Other reports such as a quarterly cumulative balance statement and final statement of expenditure fiscal report will also need to be completed. More information on each of these items will be sent to the grantees at a later date.

Application Components

English Literacy and Civics Education Program (EL/Civics) Regional Program Competitive Grant Opportunity Materials

Each application must contain the following elements.

APPLICATION COVER SHEET – MUST BE COMPLETED

You MUST complete the cover sheet for any application submitted. Please include the following:

- Indicate if you are a New Applicant or a Continuing Program Applicant
- District/Agency/Organization (legal name)
- School/Site/s Name (if applicable)
- Total amount requested
- Contact information for Identified Official with Authority (see below)
- Contact information for Program Contact Representative
- Contact information for Accounting/Business Manager
- CCR and DUNS number – *See bottom of page seven (7) for details*

IDENTIFIED OFFICIAL WITH AUTHORITY - is the person with legal authority to sign official documents on behalf of the organization. More than one person can be assigned this authority within a region. However, that additional person may not create budgets and make draw requests. Failure to obtain the required signatures will result in an automatic disqualification.

- For a school district - the superintendent must sign as the Identified Official with Authority
- For an organization/agency - it must be the Executive Director, CEO, Board Chair, etc.
- Program Contact Representative – should be the key person charged with administering the project and will be the main point of contact for the project. (If this person should change, notice to DWD is required).

ASSURANCES

The applicant is required to submit the Assurances as part of the application materials with appropriate signatures. Please refer to the section titled *ASSURANCES*.

NARRATIVE – MUST BE SUBMITTED

Below are the criteria/elements that must be included in the Workplan Narrative. Follow instructions carefully and do not exceed the page maximum. Please attach any additional documents required (such as letters of agreement if applicable), and upload those as one comprehensive supplemental document. Total Possible Points including the budget narrative worksheet: Continuing projects – 100 points possible, New projects – 95 points

I. STATEMENT OF NEED

Possible Points: 10

Please limit the length of your response to approximately two pages.

Provide a statement of need based on:

- A. The proposed number for participants to be served.
- B. Information about participant employment and employability status.
- C. The ethnic groups to be served.
- D. The geographic area of service and related labor market information.
- E. The process used to determine student eligibility upon program entry.

II. CAPACITY

Possible Points: 15

Please limit the length of your response to approximately one page.

Include a plan for the organization's mission/purpose and how it aligns with the purpose of this grant. Include information on the applicant's competencies in the proposed grant activity. Outline evidence of prior success/effectiveness. List other evidence that relates to the applicant's ability/capacity to address workplace/employability concepts, including staff available, their skills and abilities, and the organization's capacity to perform tasks included in the application.

III. WORKPLAN: PROJECT GOALS, ACTIVITIES, OUTCOMES AND ESTIMATED TIMELINES

Possible Points: 40

Please limit the length of your response to approximately eight pages.

Describe the project including specific goals and activities, the anticipated outcomes for the proposed project and estimated timelines. List out each goal and specify the activities that will be carried out under each goal. *Please provide information in the format below:*

- A. Provide a program summary (no more than one paragraph) that describes how this program will provide English language acquisition instruction delivered in the context of the world of work in Indiana, which may include, but is not limited to, career choices and in-demand job opportunities, governmental and educational resources for employment and employment training, career pathway experiences, workplace culture, and other concepts that are employment and work-focused in nature.
- B. Describe the instructional program to be delivered including:
 - 1. Instructional goals, activities, anticipated outcomes and estimated timelines.
 - 2. Curricula to be used.
 - 3. How the program will integrate at least one of the following into your work-focused curriculum: naturalization, civic participation, U.S. history, and/or government.
 - 4. Use of technology.
- C. Describe how instruction will be delivered in terms of the class schedule and instructional staffing.
- D. Describe any collaboration or coordination with agencies, organizations or groups that have expertise or resource information relevant to the proposed curricula. If applicable, describe any planned collaborations or coordination with employers, educational training institutions, or labor organizations. Applicants must provide information on how this grant will align with the Adult Basic Education regional consortium plan. *Please note that in order to receive the maximum number of points, you must demonstrate how you will partner with your regional consortium members to optimize performance.*
- E. Describe your expectations for students after they complete this program or after the program funding ends.

IV. EVALUATION OF OUTCOMES

Possible Points: 10

Please limit the length of your response to approximately one page.

Describe how the anticipated outcomes will be measured, what data will be collected and how the success of the project will be evaluated. Include plans for evaluation and reporting of successful strategies and outcomes to DWD, describe what formal assessment will be used and the frequency of assessment. If students to be served under the EL/Civics grant are already included in the program's National Reporting System (NRS) data set for state Adult Basic Education (ABE) aid funding purposes, no additional English as a Second Language (ESL) testing for those students is needed for level gain reporting.

FOR CONTINUING PROGRAMS ONLY: EVALUATION OF FY 2010 GRANT PERFORMANCE

Possible Points: 5

Page Count Limit Does Not Apply to Total Count

Describe your program's success during state FY 2010 in reaching your participation goals, level completion goals, and other grant goals and outcomes. (One page maximum).

BUDGET NARRATIVE/INSTRUCTIONAL/NON-INSTRUCTIONAL COSTS/

TOTAL SUMMARY BUDGET

Possible Points: 20

Page Count Limit Does Not Apply

The Budget Narrative must include the instructional & non instructional costs worksheet and the total summary budget which should equate to the total amount you are requesting. Applicants submitting an application are not limited to any specific dollar amount. However, applicants must be able to provide justification for the amount requested.

OTHER HELPFUL INFORMATION:

If this initiative allows for indirect costs, the indirect rate used should be identified in the budget narrative justification and not exceed the restricted approved rate.

If awarded and once your budget has been approved, **any change to the total budget amount that exceeds ten percent (10%) requires an official budget amendment.** An amendment requires the official signature of the agency head. If you need to allocate funds to a budget line-item category that was not originally approved for expenditure reimbursement, you must also request a budget amendment.

IMPORTANT RESOURCES:

Federally funded grants: please refer to the Office of Management and Budget (OMB) Circulars A-122 for Non-Profits, A-87 for State, Local and Indian Tribal Governments (school districts and cooperatives) and A-21 for Institutions of Higher Education. These documents will provide a list of **allowable and unallowable cost** principles for federal funded grants and guidelines for maintenance of payroll documentation. All grant costs should be reasonable and necessary for the grant project and documented by grantee. To review OMB circulars, go to <http://www.whitehouse.gov/omb/circulars>.

Code of Federal Regulations, Title 34: For federally funded grants that are educational, please refer to <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

For the current fiscal years **Indirect Cost Rates** visit <http://www.doe.in.gov/esea/docs/IndirectCostRates.pdf>

CENTRAL CONTRACTOR REGISTRATION AND DATA UNIVERSAL NUMBERING SYSTEM:

All applicants must obtain a Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Number and submit those numbers in the application. DWD will be unable to award a grant to any eligible provider unless a CCR and DUNS number is provided in the application. Information about CCR registration procedures may be found at the CCR internet site (<http://www.ccr.gov>). A DUNS number may be obtained from Dun & Bradstreet, Inc. (D&B) by telephone (866-705-5711) or the internet (<http://fedgov.dnb.com/webform>).

FY 20__ ENGLISH LITERACY/CIVICS EDUCATION PROGRAM

NON-INSTRUCTIONAL COSTS

BUDGET DETAIL

Be as specific as possible for all lines and columns. (number consecutively following instructional pages)

Itemized Expenses	Cost/unit	Qty.	Federal Funds Requested
TOTAL this page:			

(Make additional copies as needed)

Page ____ of ____

GUIDELINES FOR BUDGET CLASSIFICATION AND DEFINITIONS FOR ADULT EDUCATION PROGRAMS

Examples of Instructional Costs

Curriculum Development	Activities related to assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students.
Child Care Services	Related to costs for child care services for students participating in the adult education program.
Salaries/Benefits	Amounts paid to teachers providing instruction or other services in the program who are required to be certified by the Professional Standards Board and hold a valid Indiana teacher's license. Salaries for staff providing instructional assistance, child care, or other services who are not required to be certified. Amounts paid by the grantees on behalf of employees in addition to gross salary. Includes Social Security payments, retirement, employee insurance, workers compensation, unemployment compensation.
Materials/Supplies	Amounts paid for material items of expendable nature that are consumed, worn out or deteriorated by use for effective program operation, including books owned by eligible provider, paper, writing instruments, computer software, videotapes, audiotapes, and Educational games.
Equipment	Equipment purchased must show evidence it is impacting the program. Products with a useful life expectancy of 1 year or more and having an original cost of \$500 or more. Equipment purchases that are \$500 or above require state tags.
Contractual Services	Related to services that by their nature can be performed only by persons or firms with specialized skills and knowledge. Include consultants and professional development specialists not on the grantee's payroll.
Miscellaneous	Other instructional costs that do not fit in any other category and are allowable expenses.

Examples of Non-Instructional Costs

Non-instructional costs should be limited to 5% of the federal request per year. If more than 5% is needed to operate the proposed program effectively, the waiver must be completed. A request that exceeds 15% of the federal request will be allowable only in exceptional circumstances.

Salaries/Benefits	Amounts paid to individuals that pertain to administration, data entry, program reporting and fiscal processes, in addition to other services that do not directly benefit instruction. Amounts paid by grantees on behalf of employees in addition to gross salary. Includes Social Security payments, retirement, employee insurance, workers compensation, unemployment compensation.
Materials/Supplies	Amounts paid for material items of expendable nature that are consumed, worn out, or deteriorated by use for administrative operation, including paper, writing instruments, computer software, videotapes, audiotapes.
Equipment	Equipment purchased that does not directly impact instruction but shows evidence it is impacting the overall program. Products with a useful life expectancy of 1 year or more and having an original cost of \$500 or more. Equipment purchases that are \$500 or above require state tags.
Contractual Services	Related to services other than instruction that by their nature can be performed only by persons or firms with specialized skills and knowledge. Includes consultants and professional development specialists not on the grantee's payroll.
Rental	Expenditures for leasing or renting building and equipment for use by the adult education program. Rent is allowed only when an applicant can document that all efforts to obtain rent-free facilities have been denied.
Miscellaneous	Other non-instructional costs that do not fit in any other category and are allowable expenses.
Professional Development	Activities related to staff development, including conferences, trainings, etc.

Total Summary Budget Report

DESCRIPTION	BUDGET
INSTRUCTIONAL COSTS	
Curriculum Development	
Salaries/Benefits	
Contract Services	
Child Care Services	
Materials & Supplies	
Equipment	
Miscellaneous-Please specify-	
TOTAL INSTRUCTIONAL COSTS:	\$_____
NON-INSTRUCTIONAL COSTS	
Salaries/Benefits	
Materials/Supplies	
Equipment	
Contractual Services	
Rental	
Miscellaneous-Please specify-	
Professional Development	
TOTAL NON-INSTRUCTIONAL COSTS:	\$_____
Percentage of Non-instructional costs: _____%	
TOTAL COST:	\$_____

Adult Education English Literacy – Civics Programs
Request for Waiver of Non-Instructional Costs in Excess of 5%

The applicant agency, _____, requests a waiver to expend _____% of its federal budget for non-instructional costs for fiscal year FY 2011 for the adult education program under the Adult Education and Family Literacy Act.

We, the undersigned, acknowledge that 95% of the federal grant is expected to be used for instructional purposes unless a waiver is approved. One or both of the following categories must apply. We further understand that a waiver for non-instructional costs in excess of 15% of the federal budget amount will be granted only in exceptional circumstances.

(Check one or both statements, as applicable, providing rationale for the waiver request.)

- () The non-instructional activities relate to the achievement of state goals to improve program quality and level of service, as explained here:
- () A 5% limit on non-instructional expenditures would not provide for sufficient planning, management, evaluation, or coordination, as explained here:

We provide these assurances/justifications with respect to this waiver request.

Program Director Signature

Business Manager

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A waiver for fiscal year 2011 () is granted () is not granted

State Director

Date

Assurances
Adult Education English Literacy - Civics Programs

The applicant organization, legally entitled _____,
gives assurances to the Indiana Department of Workforce Development, that:

1. The information provided in this application is accurate and constitutes a firm request for assistance to conduct an adult education program under the Adult Education Act and Family Literacy Act, Title II of the Workforce Investment Act of 1998.
2. The applicant agency has the necessary legal authority to apply for and receive the proposed grant.
3. If approved, the proposed program will be conducted in accordance with all relevant federal and state laws, with the *Indiana State Plan for Adult Education and Family Literacy*, *Indiana Standards for Adult Education Comprehensive Programs*, and with any other applicable policies and administrative guidelines issued by the State Workforce Innovation Council and the Indiana Department of Workforce Development. Specific assurance is given that:
 - a. Federal funds received under the Adult Education and Family Literacy Act will be used to supplement the amount of state and local funds available for uses specified in the act and, in no case, to supplant such state and local funds.
 - b. Each grant will be maintained in a separate ledger account.
 - c. The applicant will take necessary steps to ensure equitable access to and participation in its adult education program by addressing the special needs of students, teachers, or other program beneficiaries in order to overcome barriers to equitable participation, including barriers based on gender, race, color, national origin, disability, and age.
4. The adult education program will be coordinated with and not duplicative of services, programs, or activities made available to adults in the community under other federal, state, and local programs including: Workforce Investment Act of 1998, Title I, III, and IV; Vocational and Technical Education Act of 1998; Education of the Handicapped Act; Higher Education Act of 1965; and the Domestic Volunteer Service Act.
5. The applicant will comply with the policy of the Indiana Department of Workforce Development not to discriminate on the basis of race, color, religion, sex, national origin, age, or handicap as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 19971 title 20), Titles VI and VII (Civil Rights Acts of 1964), The Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 (Rehabilitation Act of 1973).
6. If a representative other than the chief administrative officer has been duly authorized to submit this application for and on behalf of the applicant, and if the undersigned is fulfilling the duties so delegated, the applicant verifies such authorization by attaching a copy of the official authorizing document to this application.
7. No board or staff member of this applicant agency will participate in, or make recommendations with respect to, an administrative decision regarding this project if such a decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or any member of his immediate family.

8. All equipment acquired under the Adult Education and Family Literacy Act will be used continually for the purposes specified in the approved program proposal throughout the period of active federal funding; administrative control of such equipment and other property acquired with these funds will be retained by the Indiana Department of Workforce Development.
9. All fiscal records and records that document program accomplishments, as reported by the applicant to the Indiana Department of Workforce Development, will be maintained for a period of three years.
10. The copyrights on all materials produced under this grant will be held by the Indiana Department of Education unless a specific exception is explicitly granted in writing to the applicant agency by the Indiana Department of Workforce Development.

We the undersigned hereby attest to the above on behalf of:

(Legal name of applicant organization)

1. Signed: _____
(President/chairman, governing board)

Typed name: _____

Official name of board: _____

2. Signed: _____
(Chief executive/superintendent)

Typed name: _____

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Date approved _____
Director, Division of Adult Education